

Preparedness and Response Plan

This Preparedness and Response Plan is adopted in compliance with the MIOSHA Emergency Rules on Coronavirus Disease 2019 (Covid-19), filed with the Secretary of State on October 14, 2020 (“MIOSHA Rules”).

This plan will be reviewed regularly and updated as needed. The plan outlines how the Library will work to keep staff & patrons safe utilizing guidance from Federal, State, and Local governing and health agencies. This plan works in conjunction with the **Coloma Public Library Pandemic and Public Health Policy** as well as the **Coloma Public Library Reopening Plan**.

The Library retains the prerogative to continue to implement this plan, wholly or in part, in the event the order is rescinded while a pandemic is still occurring.

Designated Supervisors to Monitor Infectious Disease Control Strategies

The Coloma Public Library has designated supervisors to implement, monitor, and report on the infectious disease control strategies developed in this plan. The Director is the default supervisor when on duty, followed by the Assistant Director, and Head Library Assistant. The supervisor will remain on-site at all times when employees are present on site.

Exposure Determination

Following recommendations from OSHA/MiOSHA, the Director will evaluate and categorize the job responsibilities of employees to determine whether there is actual or anticipated employee exposure to Covid-19 or other infectious disease.

Risk and exposure determinations are made without regard to employees’ protected characteristics, as defined by local, state, and federal law.

According to OSHA/MiOSHA guidelines, as of the drafting of this document, it is determined that the bulk of work duties of Coloma Public Library employees falls into either *lower and medium* exposure risk categories defined below:

Lower Exposure Risk Jobs. These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.

Medium Exposure Risk Jobs. These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

Overview of Procedures to Mitigate Spread of Covid-19 and Other Infectious Disease

Training

The employer will provide COVID-19 training to employees that covers, at a minimum, all of the following:

- Workplace infection-control practices.
- The proper use of personal protective equipment (PPE).
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.
- Appropriate cleaning procedures.
- How to manage symptomatic members of the public upon entry or in any public building.

To protect its in-person workers, the Coloma Public Library Administration will:

- Comply with all workplace safeguards set forth in MDHHS orders, the MIOSHA Rules or local public health department orders.
- Require in-person workers to comply with the social distancing practices described in the MIOSHA Rules, which includes restricting the number of workers present in the workplace to no more than necessary to perform permitted operations.
- Provide supplies including paper face masks, tissues, no-touch trash cans, hand soap, hand sanitizer, and disposable towels.
- Promote frequent and thorough hand washing. If soap and running water are not immediately available, the employer will provide alcohol-based hand rubs.
- Require workers to stay home if they are sick.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- Employees who are able to perform duties remotely are encouraged to work from home. Refer to the “**Remote Work Policy**” for additional information.
- Install physical barriers, such as clear plastic sneeze guards, where feasible.
- Minimize gatherings and meetings in compliance with guidelines.
- Employees’ interactions with the general public are modified to allow for additional physical space between parties.

Patrons

Once in person library services have resumed, patrons are expected to comply with all library policies including The **ReOpening Plan** and **Pandemic and Public Health Policy**.

A summary of patron expectations is listed below:

- Masks are required by MDHHS for entry to the Library unless a medical condition prohibits wearing one. The Library will supply paper masks for patrons

who need it.

- Tissues, trash receptacles, hand sanitizer, and wipes will be available for the public.
- Signs posted at each entry will require visitors not to enter if they have been in contact with someone with COVID-19 symptoms or are ill, or they themselves have COVID-19 symptoms or are ill.
- Patrons must remain 6 feet away from all staff and other patrons. The Library will install floor marking for social distancing including markers to regulate entry.
- Patrons must step away from copy machines and/or computers to a safe distance before staff will provide assistance.

Protocols for Staff

With notification to Coloma Public Library, the following employees should not report to work:

1. Employees who display COVID-19 symptoms whether or not accompanied by a formal COVID-19 diagnosis.
2. Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis.
3. Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms.

Such employees may only resume in-person work upon meeting all return-to-work requirements, described in the “**Return to Work Requirements**” Section below.

As required by MIOSHA, each staff member coming to work will perform the following protocol:

Daily Screening

To prevent the spread of COVID-19 and reduce the potential risk of exposure, staff will perform a self-screening each day, while this plan is in effect. Employees will consider the following before entering the worksite:

Question 1: Am I currently suffering from any of the following symptoms – fever (100 degrees F or degrees C) or, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting? If yes, the employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.

A touchless thermometer is available and temperature checks are performed if not already checked by the employee prior to arrival.

Question 2: Have I lived with, or been in close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19? If yes, the employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.

Question 3: Have I travelled via airplane internationally or domestically in the last 14 days?

If yes, the employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the international or domestic travel.

Employees who develop symptoms during their shift must immediately report to the supervisor on duty or the Library Director.

The Coloma Public Library work schedule provides date record of staff screening. Health-related information and documentation from employees is confidential. To comply with state and federal laws, medical documentation is stored separate from employees' personnel documentation.

Staff can help to minimize COVID-19 exposure by:

- Utilize PPE provided by the Coloma Public Library.
Masks will be available to all staff members and are required when on duty for all staff who can medically tolerate them. Protective gloves will be available to any staff member requesting them, but they must be changed frequently to minimize cross-contamination risks.
- Communicating electronically when possible.
- Cleaning work stations at the beginning and end of each shift.
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment.
- Washing hands with soap and water.
- Utilizing hand sanitizer when soap and water are unavailable.
- Avoiding touching their faces with unwashed hands.
- Avoiding handshakes or other physical contact.
- Avoiding close contact with sick people.
- Practicing respiratory etiquette, including covering coughs and sneezes.
- Immediately reporting unsafe or unsanitary conditions.
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms.
- Complying with self-isolation or quarantine orders.

Supplemental Measures upon Notification of Employee's COVID-19 Diagnosis and/or Symptoms

An employee with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must leave the worksite.

When an affected employee is unable to leave the worksite directly, they will be separated from other staff as well as the public. The Community Room, when not in use, will serve as the isolation spot where the employee can wait for transportation. The secondary isolation spot will be the History Room.

In response to a confirmed diagnosis or display of COVID-19 symptoms, the Library, as required by law,

- Informs other staff of a potential exposure;
- Keeps confidential the identity of the diagnosed/symptomatic employee; and
- Conducts deep cleaning of the diagnosed/symptomatic employee's workstation.

All employees who worked in sustained, close proximity to the diagnosed/symptomatic employee are also removed from the worksite for at least 10 days; however, should these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, defined below.

Return-to-Work Requirements

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness.

Testing for COVID-19 is preferred, but relies upon the availability of testing supplies. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- Negative results of a test for COVID-19.

If a test is not available, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 10 days have passed since symptoms first appeared.

Employees who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work after either 10 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

Employees are typically required by law to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, Coloma Public Library may accept written statements from employees confirming all the factors supporting their release.

Workplace Flexibilities and Potential Benefits for Employees Affected by COVID-19

When the Coloma Public Library is closed due to public health reasons, staff will be compensated as stated in the Coloma Pandemic and Public Health Policy:

While the Library is under extended closures due to public health emergencies, staff may continue to receive pay as permitted by sufficient funding levels and not exceeding the approved budget line items for payroll expenditures. Hourly staff will be paid for the average number of hours scheduled to work each week. Salaried staff will be paid as usual.

When the Library is not closed due to government mandate or public health emergency, staff will apply accrued leave for absences until the leave has been exhausted. Staff will then be allowed to use leave without pay. Staff may also utilize funding provisions as provided by the law.

FFCRA Employees may qualify for two different types of paid leave under the Families First Coronavirus Response Act (“FFCRA”).

Under the **Emergency Paid Sick Leave Act** (“EPSLA”), employees may seek up to two weeks (i.e., 10 business days) of paid leave for the following reasons:

1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Advised to self-quarantine due to concerns related to COVID-19;
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19;
5. Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions; and
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor. (Please note as of the date of this draft, the Secretary of Health and Human Services has not defined conditions which trigger this subpart under the EPSLA.)

Paid leave for reasons above, is paid at the employee’s regular rate of pay.

Under the **Emergency Family and Medical Leave Expansion Act**, employees may seek up to twelve weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. The first two weeks of leave, which run concurrently with the EPSLA leave, may be unpaid; the remaining ten weeks of leave are paid at a rate equivalent to two-thirds of an employee’s regular rate of pay or minimum wage.

Executive Order 2020-36

Employees who require leave beyond the EPSLA because of their own COVID-19 diagnosis/symptoms, or because they have had close contact or live with an individual with a COVID-19 diagnosis/symptoms, may be eligible for unpaid leave under Executive Order 2020-36 until permitted thereunder to return to work.

Unemployment Compensation Benefits

Under Executive Order 2020-57, and the federal CARES Act, unemployment compensation benefits are expanded in terms of eligibility, amount, and duration.

Employees who are unable to report to work for reasons related to COVID-19 are referred to information on unemployment compensation benefits. Such reasons include the following:

- Being under self-isolation or self-quarantine in response to elevated risk from COVID-19 due to being immunocompromised;
- Having close contact in the last 14 days with a confirmed COVID-19 diagnosis;
- Needing to care for someone with a confirmed COVID-19 diagnosis; and
- Fulfilling a family care responsibility as a result of a government directive (e.g., caring for a child whose school or childcare provider is closed or otherwise unavailable due to COVID-19).

FMLA and ADA

Employees may be entitled to unpaid leave under the Family and Medical Leave Act (“FMLA”) if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where “complications arise.”

Coloma Public Library is mindful of its obligations under the Americans with Disabilities Act (“ADA”). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then the Coloma Public Library engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.

Plan Updates and Expiration

This Plan responds to the COVID-19 outbreak though may also apply for other times of pandemic. As the pandemic progresses, the Coloma Public Library may modify and update this Plan and its corresponding processes. This Plan will expire upon conclusion of its need, as determined by the Library Director, with approval of the Coloma Public Library Board of Trustees, and in accordance with guidance from local, state, and federal health officials.

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